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Expiry date: 31 December 2022

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers and Deputy Directors (Head Office and district offices)

Short summary: *Year-end functions and time off in 2022.*

Subject: Year-end functions and time off for Head Office and district office employees in 2022

1. In line with the transversal guidelines on departmental year-end functions, the Executive Committee of the Western Cape Education Department has set the following guidelines:
 - 1.1 Employees will be allowed to attend **one** year-end function during the festive season.
 - 1.2 In terms of the costs, employees will have to cover their own expenses for these year-end functions.
 - 1.3 The year-end function may take any form but may **not commence earlier than 11:00**. Employees may go home directly after the function.
 - 1.4 Government Garage vehicles **may not be utilised** for this purpose as employees will be regarded as being **off duty** during the event.
 - 1.5 Unfortunately, no further requests in respect of time off for Christmas shopping or the attendance of any other functions will be approved.
 - 1.6 Arrangements for year-end functions must be made in cooperation with the relevant line managers (at director level) and directors must make the necessary arrangements to provide essential services to ensure that all enquiries are attended to.

2. Employees who attend such year-end functions are requested to do so responsibly and safely.
3. Kindly bring the contents of this circular to the attention of all employees.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-12-10